

**WINCHESTER PARKING AUTHORITY**  
**July 25, 2013**

**MEMBERS PRESENT:** Dick Helm, Kim Burke, Jeffery Rives, Mike Miller & Howard Manheimer

**OTHERS PRESENT:** Samantha Anderson, Teresa Couch, Dale Iman, Douglas Hewett, Jennifer Bell, Jack Rohrbaugh & Vic Bradshaw

---

**I. CALL TO ORDER**

Chairman Helm called the meeting to order at 7:29 a.m. at which time it was determined a quorum was present.

**II. REVIEW OF JUNE 2013 MEETING MINUTES**

The minutes were submitted by Chairman Helm and, without objection, were unanimously approved.

**III. REVENUE REPORT FOR JUNE 2013 (Quarterly)**

Rives reported that the grand revenue total for June 2013 was \$73,366, a decrease of \$2,223 or -3% in comparison to June 2012. Total hourly revenue for June 2013 was \$18,153, an increase of \$2,628 or 17% in comparison to June 2012. SABF (Shenandoah Apple Blossom Festival) reserved ticket sales revenue in the amount of \$1,025 was reflected in the hourly revenue total. Rent revenue for June 2013 was \$32,876, a decrease of \$4,875 or -13% in comparison to June 2012. Total meter and fine revenue for June 2013 was \$21,520, an increase of \$22 in comparison to June 2012. Validation coupon revenue was \$108 for June 2013. Miscellaneous revenue for June 2013 was reported at \$709 and was due to the collection of fees for GW restitution and a damaged gate arm. Total hourly parking tickets for June 2013 was reported at 8,098 showing an increase of 415 tickets in comparison to the previous month. At the end of June 2013, there were 936 spaces or 67% of total utilization of spaces being rented at all four parking garages with a total of 468 spaces available for rent. Of the 468 spaces available for rent, 337 spaces were located on the roof and 131 spaces were located undercover. At the end of June 2013, the total revenue reported for the end of FY 2013 was \$971,833 or 6% in comparison to the previous year.

Rives reported that the total revenue for the fourth quarter of 2013 was \$261,640, an increase of \$7,712 or 3% in comparison to the fourth quarter of 2012. Total meter and fine revenue for the fourth quarter of 2013 was \$60,815, a decrease of \$6,339 or -9% in comparison to the fourth quarter of 2012. Total hourly revenue for the fourth quarter of 2013 was \$83,047, an increase of \$11,860 or 17% in comparison to the fourth quarter of 2012. Total rent revenue for the fourth quarter of 2013 was \$115,036, an increase of \$1,849 or 2% in comparison to the fourth quarter of 2012. Total miscellaneous revenue for the fourth quarter of 2013 was \$863, an increase of \$421 or 95% in comparison to the fourth quarter of 2012. Total validation coupon

revenue for the fourth quarter of 2013 was \$1,879, a decrease of \$79 or -4% in comparison to the fourth quarter of 2012.

Rives noted that the trend of declining meter and fine revenues was continuing to occur, however, hourly revenues are remaining consistent with rent revenues reflecting a noticeable decrease. Rives stated that the Authority did meet its target percentage rate for the end of FY 2013 at 6% with plenty of open spaces remaining available for rentals in all four of the garages. Rives noted that with the increase of activities and continued improvements to the downtown area there should also be continued increases in garage usage as well.

Helm noted that for the last two years, less meter fines have been issued but overall revenues have continued to remain somewhat consistent. Helm suggested that the Authority should closely observe overall revenues as it has recently shown slight fluctuations and decreases.

#### **IV. EXECUTIVE DIRECTOR'S REPORT FOR JUNE 2013**

Anderson informed the Authority of the following:

##### **Events Update:**

- Friday Night Live was held on July 12, 2013. Dario shared his appreciation in utilizing the Cork and Hable parking lots for these events. He appreciated how they are being maintained, cleaned and trimmed in preparation for the event.
- Bible School Week began July 8 – July 12, 2013. Braddock AP was extremely busy all week and it seemed the meter bags worked well. Only one complaint was received and that was on Friday the 12<sup>th</sup> about the Braddock Lot next to Snellings Florist. Snellings reported that people were parking in their reserved spaces and were double parking on the parking lot. Anderson relayed this concern to Grace Lutheran as an item to address for next year with Christ Episcopal Church. Anderson also asked Snellings to report concerns earlier in the week once the problem is observed so the concern can be immediately addressed.
- Organists Guild held their meeting, July 7 – July 10, 2013. GW AP was very busy during that time.
- Salute to the Troops Parade occurred on July 20, 2013. The garages were open during the event and Plaza Lot was used as a staging area for horses appearing in the parade. Two staff members worked the event to barricade exits and to assist people upon exiting the garages when needed. The garages were not very busy as compared to recent events, with Loudoun Autopark being the busiest during the event.



**Maintenance:**

- Court Square AP maintenance update: For the last several weeks the maintenance staff has been working on meters and event preparation, therefore, time was too limited to dedicate to CS AP maintenance. However, the plan is to begin the first week of August power washing the remaining portion of brick wall and painting lines/arrows on remaining floors. WPA will still remain on schedule for CS AP maintenance completion date of August 31, 2013.
- Loudoun AP: Graffiti that was reported on the side of Loudoun AP has been recently removed. Maintenance staff used graffiti remover and repainted over that section on N. Loudoun St. Our cameras were unable to capture the vandalism.
- GW AP: A pothole that was starting to form on the second floor has been patched to stop the deterioration of concrete.

**Meter Conversion:**

- WPA received handheld device on July 11, 2013 and began rate conversion on July 12, 2013. Rate conversion was completed on Saturday July 13, 2013 and stickers were applied on Sunday July 14, 2013.
- Thus far, the meter enforcement officer and Anderson have distributed over 400 courtesy notices. WPA has received feedback that people really appreciate being notified of the meter changes instead of receiving a parking ticket.
- WPA has not received any meter complaints thus far. It would appear that the newspaper coverage, flyers and courtesy notices have prepared people for the changes.
- Upcoming: Plans to install new domes to approximately 50 meters on July 31, 2013. The domes over time have deteriorated from weather and the sun which can make it difficult to read inside the meter.

**Other:**

- Anderson will have prepared for the next meeting a budget summary once all FY 2013 invoices have been processed and will prepare an annual report of all of WPA accomplishments this year.

## **V. OLD BUSINESS**

### **1. Global Parking Discussion Update**

Burke informed the Authority that the first committee meeting has been scheduled for August 1, 2013 at the George Washington Hotel at 3 pm. Burke noted that as of this time, approximately 10 individuals have agreed to participate on the committee. The Authority was informed that the committee will use the parking study that was previously completed in 1998 as a basis for its introductory phase.

Rives stated that the 1998 parking study was very comprehensive. Helm noted that the committee would need to have a proper inventory of what parking resources currently exists. Helm added that the Authority would gladly offer its assistance to the committee if needed.

### **2. Update Parking Meter Conversion**

Anderson reiterated her comment about the meter conversion that was previously addressed under the Executive Director's report. Anderson added that WPA will continue to distribute the courtesy notices as needed until August 1, 2013. Anderson expressed her satisfaction with how the courtesy notices have seemed to alleviate public complaints about the increased meter rates. Helm noted that another reason complaints are not being received may be due to the fact that meter enforcement has not resumed its normal operations between 4 pm – 6 pm. Helm stated that WPA will remain on its intended course of using the courtesy notices until August 1.

## **VI. NEW BUSINESS**

### **1. Shockey Request – Cork Street Lot**

Rohrbaugh of Howard Shockey & Sons explained to the Authority the request for use of 5 metered parking spaces on the Cork Lot during the hours of 6 am – 2:30 pm Monday thru Friday from the present until March 13, 2014 to work on the Discovery Museum new facility. Rohrbaugh stated that Shockey is contracted to do a large scale renovation on the building located next to the public lot and parking is desperately needed for a 30 man crew who will be working at the site. Rohrbaugh added that parking is very difficult to find in the area for the employees to use and for scheduled deliveries of job materials. Deliveries have been scheduled as early as possible during the day and employees are arriving at work in the early morning hours, however, there are not many parking spaces available on the street to use according to Rohrbaugh.

The Authority asked many questions as to how the daily operations were being conducted at the site which included how often the construction workers needed access to their vehicles, if specific spaces were being requested for use on the lot, and how additional contractors parking needs at the site was being managed. Rohrbaugh stated that the construction workers do use their vehicles quite often to retrieve different tools and in fact do make many trips back and forth to their vehicles as needed. Specific spaces on the lot are not being requested, however, Shockey



does need parking at a close proximity to the building where the renovation work is being conducted. Rohrbaugh explained that currently Shockey is using meter bags and rotating the use of the spaces allowing for contractors to use the parking spaces only when the previous contractors are finished with their work for the day.

Helm expressed concerns for granting the request for the spaces on the Cork Lot explaining that the lot is the only facility the Authority has in that area that provides public parking for the surrounding businesses. Helm added that it would be very difficult to monitor reserved parking on that lot as it is a heavily used facility, especially from lunch to evening hours. Burke agreed that even though the Authority is very sympathetic to the situation at hand, it would be very difficult to ensure the availability of spaces on the lot. Burke added that the situation could possibly be resolved because Shockey will need the spaces during the morning and early afternoon hours to which the lot does not become very active until the afternoon and evening hours.

Manheimer expressed concerns over potential revenue losses that would result in reserving spaces in a location that parking is in high demand and whereas the lot is heavily utilized. Manheimer suggested that perhaps Shockey should use the metered spaces on the lot as they were intended, therefore, paying for the meters at the spaces as they use them. Manheimer noted that more revenue would be generated by having Shockey pay the current meter rate at the lot rather than charging a base fee for use of the spaces.

Miller stated that the Authority has granted similar requests for lot spaces such as this in the past with the decisions being made on a case by case basis. Anderson reminded the Authority that even though it has granted similar requests, it has been under short term lease agreements with this particular request being a long term lease of one year. Helm advised the Authority that it be mindful of setting a future precedent when granting these types of requests. Iman stated that Shockey has demonstrated a hardship with its request which cannot be misconstrued as a special consideration; therefore, the Authority would be protected from any future requests made by others claiming that the Authority set a precedent for space leasing by alone granting this particular request.

On motion duly made by Burke and seconded by Miller, the Authority approved for Anderson to develop a bulk lease agreement for Howard Shockey & Sons granting the request for use of 5 metered spaces on the Cork Lot at the rate of \$42 per space, per month between the hours of 6 am to 2:30 pm, Monday thru Friday. A specific time frame for request to remain valid is from the present day until March 13, 2014. The Authority's additional specified instructions to Shockey is that they are to be responsible for and provide at their cost, stationary signage to be placed on the 5 metered spaces designating that area for construction vehicle parking only between the hours of 6 am to 2:30 pm, Monday thru Friday as a way to alert the public that it is a reserved parking area.



## **2. Rockin' Independence Eve Discussion**

Anderson informed the Authority that the Rockin' Independence Eve event was quite a success; however, the public did congregate on the roofs of the parking garages to view the fireworks display which posed a safety hazard that will need to be addressed. Anderson explained that the largest concentration of the public were located at the Court Square Autopark estimating that hundreds of people were standing on the roof level of that garage.

Helm stated that a large crowd of people standing at one location in the garages does pose a definite safety and liability issue for the Authority. Rives added that the garages do have weight limit restrictions. Anderson stated that she has engaged in discussions with Jennifer Bell, the downtown manager, to address the concern of crowd control on parking garage roofs during these types of special events.

Bell addressed the Authority by acknowledging that consideration does need to be made for managing where citizens gather inside the garages during events. Bell noted that successful events such as this one, however, does provide revenue potential for the Authority. Bell stated that even though crowd control problems do need to be addressed, an event such as this one needs to continue in order for downtown to remain vibrant. Bell also informed the Authority that it was very difficult for citizens to exit the garages after the event with citizens encountering many delays. Bell suggested to the Authority that it may want to consider increasing staff presence in the garages during these events and perhaps raise parking rates at these times to offset the cost of working additional staff. Bell encouraged that further discussions should continue on these matters.

Helm stated that the Authority would welcome and continue further discussions, however, the Authority has consulted engineers in the past that have verified the parking structures were not designed for uneven load distributions which cause stresses to the structure itself. Large concentrations of individuals located in different areas will cause load distribution issues as well as the garages themselves were not designed for rapid evacuations in the event of an emergency. Helm summarized by stating that the garages were not designed for any other purpose than its original intent of parking vehicles, therefore, due to staff reductions, and insurance and safety reasons, the Authority's position would be to not endorse or encourage any other proposed uses for the parking structures other than for what they were originally designed.

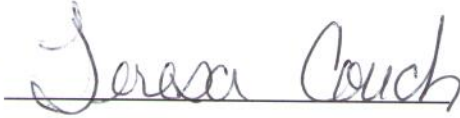
## VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:18 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday August 22, 2013 at 7:30 a.m. in Council Chambers.

Respectfully submitted,

Teresa Couch  
Secretary

Minutes Approved:

A handwritten signature in cursive script, reading "Teresa Couch", written over a horizontal line.